

Effective Date Statewide: 2/06	Revision Date
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In-Court Criminal INDIVIDUALS PRESENT SCREEN

Description:

This is the first screen used to create a minute entry, which is a written record of what occurred at any criminal court hearing.

Reference:

CORIS Training Guide

Overview:

At a court hearing, the clerk creates a minute entry in an accurate and timely manner. The information entered will reflect the date, time, judge, recording type and all parties present.

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Procedure:

1. On primary menu, with active case,
Select **Case > Incourt > New Minutes**

The screenshot shows the 'Primary Menu' window for user 'paulab'. The menu is open, showing the path 'Case > Incourt > New Minutes'. The 'New Minutes' option is highlighted. The window also displays a search bar with 'ALBERT - Salt Lake Test' and fields for 'Last Name', 'First Name', 'Party' (set to 'All'), and 'Filing Date'. At the bottom, there are buttons for 'Clear', 'Find', and 'Redo Previous Find', along with a lock icon.

The screenshot shows the 'Individuals Present' window. It contains fields for 'Case' (001914858), 'Other Misdemeanor', 'Case Assigned Judge' (BARRETT, WILLIAM W.), 'Last Name' (PETTIT), 'First Name' (KEVAN DANIEL), 'Birth Date' (07/14/1973), 'Date' (03/15/2005), 'Judge/Comm' (BARRETT, WILLIAM W.), 'Reporter', 'Type', 'Count', 'Language', 'Agency', and 'Interpreter'. There are also radio buttons for 'Defendant' (Present, Not Present, Pro Se) and 'Telephone Conference'. A 'Find Case' button is visible. At the bottom, there are buttons for 'Re-assign Judge', 'Attorneys Present', 'Clear', 'Note', 'Enter', and 'Exit', along with a 'Print Barcode' checkbox.

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Fields	Information Needed:
Agency	Any representative from an outside agency (AP & P, Probation Services Etc.).
Case Assigned Judge	This is the judge that is assigned to the case at filing. This should remain as defaulted.
Copies of Minutes	The number placed in this Box will determine how many copies of the minutes will print. (Quantity may also be adjusted in the Print Index).
Count	Actual time or range of time.
Date	Date must be the actual hearing date.
Defendant	Select if Present or Not. None selected will print as Not present. (Must always be marked)
Interpreter	Name of Individual interpreting
Judge/Comm	Must be the Judge/Comm for the hearing that date. May not be the assigned judge.
Language	This is used if an interpreter is present. Such as Spanish, Arabic, Etc.
Print Barcode	If this box is selected a bar code will print at the end of the minute entry. (This is used for scanning purposes)
Pro Se	Check this box if defendant has not retained counsel.
Prosecutor/Defense Attorney	A list of prosecutors/defense attorneys are placed in these boxes. Select a name from these lists or go to the Attorneys Present screen and add to case from there.
Reporter	This field is used to enter the name of the court reporter if present.
Tape	Defined by court location(some use video, CD's and/or tapes.
Telephone Conference	This indicates one or more parties are appearing telephonically.

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Type of Recording Device	Audio, Video, CAT/CIC (used when a court reporter is present) If there is a court reporter, do not record hearing on tape or video.
Type of Signature	This will place a signature line on the minutes if a judge or clerk is to sign them. If left blank then no signature line will be added. (Once selected it will remain until it is changed).